

# Midd-West School Board

Meeting date: **Monday, June 24, 2013**    **Started: 7:42 PM**    **Ended: 10:08 PM**

Location: Midd-West High School-Library

Purpose/Notes: An Executive Session will be held prior to the Regular scheduled meeting at 6:00 pm beginning with a Board Tour of Middleburg Elementary. Please be assembled at the main entrance at 6:00 p.m.

Chaired by: Mr. Victor L. Abate

Minutes rec. by: Ms. Lynn Y. Naugle

## Attendance:

Present: Mr. Victor L. Abate, Mr. Ronald L. Hoffman, Atty. Orris C. Knepp, III., Mrs. Nancy O. Kroh, Ms. Lynn Y. Naugle, Mr. Shawn A. Sassaman, Mr. Corey L. Smith, Mrs. Daphne D. Snook, Mr. Ronald E. Wilson

Regrets:

Absent:

Late:

## Guests:

1 Concerned Citizen (present), Mrs. Terry D. Arbogast (absent), Mr. M. Richard Aucker (present), Mr. James H. Aurand (present), Mr. Rick Dandes (Daily Item Reporter) (present), Mr. James C. Edmiston (absent), Dr. David R. Fassett (absent), Mrs. Allyson Folk (absent), Mr. Ernest Foreman (absent), Mr. David P. Harrison (present), Ms. Cynthia L. Hutchinson (present), Mr. Kenneth Keister (present), Mrs. Dana J. Kemberling (present), Mrs. Ann M. Murray (absent), Mrs. Donna M. Samuelson (present), Mrs. Bree A. Solomon (present), Mr. Gary L. Thomas (present), Mr. Todd R. VanKirk (present)

## Meeting Documents:

(no documents)

## Meeting Minutes:

### A. Opening Ceremonies

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#### A.1. Call to Order

Mr. Victor L. Abate

Mr. Abate called the meeting to order at 7:52 p.m. and announced that the Board had met in Executive Session prior to tonight's meeting for a tour of Middleburg Elementary and discussion of litigation concerning the building project.

**Status:** Completed

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#### A.2. Roll Call

Mr. Victor L. Abate

**Status:** Completed

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#### A.3. Superintendent's Report

Dr. Wesley L. Knapp

Dr. Knapp reported that end of the year details were being completed and that interviews for the elementary principal and teaching positions were held. Dr. Knapp commented on the abundance of qualified elementary teacher candidates, but there is shortage of candidates for higher level math and science positions.

**Status:** Completed

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#### A.4. Scheduled Speakers

Mr. Victor L. Abate

**Status:** Completed

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#### **A.4.a. Middleburg Elementary Executive Report - Karl Kauffman, Quandel**

Mr. Kauffman announced that substantial completion certificates were issued to Frey Lutz on May 31st, to Silvertip and Lobar on June 7th, to E.R. Stuebner on June 24th and planned to be issued to Victory on June 25th. He reported that the interior punchlist is complete, and the punchlists for the exterior and site work are expected to be complete in the next week. Contractors have 30 days to address the punchlist items and achieve final completion. After that date, the District can supplement the work and back charge the appropriate contractor. The gym floor final coat, gym floor stripes, and play tile installation are on going.

##### **Documents:**

- Executive Summary Report 05-31-13.pdf

**Status:** Completed

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#### **A.5. Curriculum, Instruction & Technology**

Mrs. Daphne D. Snook

Mrs. Snook distributed and reviewed a list of summer activities already completed, including grade level meetings and professional development activities, and a list of summer activities planned over the next two months, including summer institute trainings, professional development, parent information meetings on the one-to-one project, new teacher orientation, and in-service activities.

Mrs. Snook highlighted several reports that will be presented in the future to include alignment and revision of report cards to match PA Common Core Standards, the Differentiated Supervision plan, a portion of which will become the tool to evaluate teachers, and the RtII plan.

##### **Minutes:**

##### **Report:**

##### **Documents:**

- 062413 Curriculum-Instruction-Technology Report.pdf

**Status:** Completed

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#### **A.6. Student Athletic Activities**

Mrs. Solomon reported that summer camps and a summer fitness training program are currently underway.

**Status:** Completed

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#### **A.7. Maintenance & Facilities**

Mr. Thomas provided the Board with a Maintenance Report prior to the meeting and reported that the modular classrooms were being disassembled and sections should begin to be removed by the end of the week. Mr. Thomas also reported that the hardware for the West Snyder door security upgrades have arrived and cabling will begin this week. Summer cleaning and maintenance is on going in all schools.

##### **Documents:**

- 062413 Maintenance Report.pdf

**Status:** Completed

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#### **A.8. Federal Programs Report**

Mrs. Beverly Abram

Mrs. Abram reported that the 2013-2014 Consolidated Applications for Title I and Title II were going to be completed this week using the updated E-grants system.

**Status:** Completed

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**A.8.a. Executive Session**

Mr. Victor L. Abate

The Board went into Executive Session at 8:15 p.m. to discuss personnel and reconvened at 8:36 p.m. Mr. Abate announced personnel items Administrative Staff and Confidential Staff Salary Recommendations would be removed from the agenda.

**Status:** Completed

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**A.9. Business & Fiscal**

Ms. Lynn Y. Naugle

Ms. Naugle reviewed the Final Budget Summary showing the progression from the preliminary budget to the final budget and answered questions from the Board regarding the tax increase of 3.61 mills and the use of fund balance.

**Documents:**

- Final Budget Summary.pdf

**Status:** Completed

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**A.10. Public Comment on Agenda Items**

Mr. Victor L. Abate

Public comment is restricted to three (3) minutes per speaker and on the subject of Agenda Action Items only. Any individual who wishes to address the Board on an agenda item should contact the Board Secretary by 1:00 PM, the day of the Board Meeting at (570) 837-0046 Ext 1100.

There were no public comments.

**Status:** Completed

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**B. Action Items****B.1. Consent Agenda**

Mrs. Dana J. Kemberling

Approval is recommended of the Consent Agenda which includes the following items:

Minutes from the June 10, 2013, Regular Meeting of the Midd-West School District Board of Directors

List of Bills for the period May 21, 2013, through June 24, 2013

Treasurer's Reports for all funds for the period ending May 31, 2013

Financial Institutions - Depositories

Facsimile Signatures

Authorization to Pay July Bills

**Minutes:**

Yes: Abate, Aucker, Aurand, Hoffman, Kemberling, Kroh, Sassaman, Smith, and Wilson

No: None

Abstain: None

Absent: None

**Resolution #:** 062413-01**Moved by:** Mr. Corey L. Smith**Seconded by:** Mr. M. Richard Aucker**Status:** Carried**Vote:** 9-0-0-0

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**B.1.a. June 10, 2013, Board Meeting Minutes**

Approval is recommended of the Minutes from the June 10, 2013, Regular Meeting of the Midd-West School District Board of Directors.

**Documents:**

- Minutes\_6\_10\_2013[1].pdf

**Status:** Completed

**B.1.b. Bills**

Approval is recommended of the list of bills for the period May 21, 2013, through June 24, 2013, as presented.

**Documents:**

- 062413 List of Bills.pdf

**Status:** Completed

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**B.1.c. Treasurer's Reports**

Approval is recommended of the Treasurer's Reports for the period ending May 31, 2013, for all funds.

**Documents:**

- 062413 Treasurer Reports May 2013.pdf

**Status:** Completed

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**B.1.d. Financial Institutions - Depositories**

Approval is recommended of the following financial institutions as depositories for the period July 1, 2013, through June 30, 2014:

Mifflinburg Bank and Trust

M & T Investment Group (Manufacturers & Traders Trust Co.)

M & T Bank

PNC

Swineford National Bank/Fulton Financial Corporation

Pennsylvania Local Government Investment Trust (PLGIT)

Pennsylvania School District Liquid Asset Fund (PSDLAF)

**Status:** Completed

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**B.1.e. Facsimile Signatures**

Approval is recommended to grant authorization for the following individuals to use the facsimile signature of the Board President and Board Treasurer for the 2013-2014 school year on behalf of the following funds as follows:

Activity Fund: Robin A. Kauffman and Jeri S. King

Capital Reserve and Capital Projects Fund: Robin A. Kauffman and Jeri S. King

Food Service Fund: Teresa D. Arbogast, Robin A. Kauffman, and Jeri S. King

General Fund: Robin A. Kauffman, Jeri S. King, and Susan E. Lessman

Payroll Fund: Robin A. Kauffman and Susan E. Lessman

**Status:** Completed

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**B.1.f. Authorization to Pay July Bills**

Approval is recommended to grant authorization to pay the bills that would normally come due during the month of July, with submission of a list of those bills to be presented for approval in August.

**Status:** Completed

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**B.2. Business and Fiscal**

Mrs. Dana J. Kemberling

**Status:** Completed

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**B.2.a. Final General Fund Operating Budget**

Approval is recommended of the 2013-2014 Final General Fund Operating Budget in the amount of \$32,813,610.00.

**Minutes:**

Yes: Abate, Aucker, Aurand, Kemberling, Kroh, Sassaman, and Smith

No: Hoffman and Wilson

Abstain: None

Absent: None

**Resolution #:** 062413-02

**Moved by:** Mrs. Nancy O. Kroh

**Seconded by:** Mr. James H. Aurand

**Status:** Carried

**Vote:** 7-2-0-0

**Documents:**

- 2013-2014 Final General Fund Budget.pdf

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### **B.2.b. Tax Levy**

Approval is recommended to levy taxes for the 2013-2014 Final General Fund Operating Budget as follows:

Real Estate - 70.112 mills

Per Capita - \$5.00 per person

Per Capita Section 511 - \$5.00 per person

Realty Transfer - 1%

Earned Income - 1.8%

**Minutes:**

Yes: Aucker, Aurand, Kemberling, Kroh, Sassaman, and Smith

No: Abate, Hoffman, and Wilson

Abstain: None

Absent: None

**Resolution #:** 062413-03

**Moved by:** Mr. Corey L. Smith

**Seconded by:** Mrs. Nancy O. Kroh

**Status:** Carried

**Vote:** 6-3-0-0

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### **B.2.c. Homestead and Farmstead Exclusion Resolution**

Approval is recommended of the 2013 Homestead and Farmstead Exclusion Resolution authorizing homestead and farmstead exclusion real estate tax assessment reductions for the school year beginning July 1, 2013, under provisions of the Homestead Property Tax Exclusion Program Act (part of Act 50 of 1998) and the Tax Payer Relief Act (Act 1 of 2006).

**Minutes:**

Yes: Abate, Aucker, Aurand, Hoffman, Kemberling, Kroh, Sassaman, Smith, and Wilson

No: None

Abstain: None

Absent: None

**Resolution #:** 062413-04

**Moved by:** Mr. M. Richard Aucker

**Seconded by:** Mr. Corey L. Smith

**Status:** Carried

**Vote:** 9-0-0-0

**Documents:**

- 2013 HSFS Resolution.pdf

**B.2.d. Business and Fiscal Items B.5., B.6., B.7., and B.8.**

Approval is recommended of the following Business and Fiscal items:

B.5. - Insurance Policy Renewal

B.6. - Independent Local Auditors

B.7. - 2013-2014 PA Treatment & Healing (PATH) Agreement

B.8. - Pupil Transportation Agreements

**Minutes:**

- During discussion Mr. Wilson moved and Mr. Hoffman seconded a motion to amend the original motion to limit the auditor agreement to one year.
- Yes: Hoffman, Sassaman, Smith, and Wilson
- No: Abate, Aucker, Aurand, Kemberling and Kroh
- Abstain: None
- Absent: None
- Vote: 4-5-0-0
- Motion to Amend Defeated

Mr. Abate called for a vote on the original motion for the business and fiscal items.

Yes: Abate, Aucker, Aurand, Hoffman, Kemberling, Kroh, Sassaman, Smith, and Wilson

No: None

Abstain: None

Absent: None

**Resolution #:** 062413-05

**Moved by:** Mr. M. Richard Aucker

**Seconded by:** Mr. Corey L. Smith

**Status:** Carried

**Vote:** 9-0-0-0

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**B.2.e. Insurance Policy Renewal**

Approval is recommended to renew the following insurance policies through Purdy Insurance Agency, Sunbury, PA, effective July 1, 2013, through June 30, 2014:

Property, General Liability, Automobile, Boiler & Machinery and Computers - \$56,689.00

School Leaders Error and Omissions Coverage - \$18,327.00

Excess Umbrella Liability- \$13,467.00

Worker's Compensation - \$69,640.00

**Status:** Completed

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**B.2.f. Independent Local Auditors**

Approval is recommended to appoint Forgett and Kerstetter, P. C. - Certified Public Accountants as the independent local auditor for fiscal years ending June 30, 2013, through June 30, 2016, at a cost of \$12,000.00 per year for FY13 and FY14 and \$12,500.00 per year for FY15 and FY16.

**Status:** Completed

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**B.2.g. 2013-2014 PA Treatment & Healing (PATH) Agreement**

Approval is requested of the 2013-2014 Agreement as outlined by the Pennsylvania Department of Education Alternative Education for Disruptive Youth Guidelines between the Midd-West School District and PA Treatment & Healing (PATH) for alternative education services needed for designated Midd-West School District students for the 2013-2014 school year at a per diem rate of \$50.00 per day/per student.

**Documents:**

- 062413 PATH Agreement.pdf

**Status:** Completed

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**B.2.h. Pupil Transportation Agreements**

Approval is recommended to extend the Pupil Transportation Agreements for school years 2013-2014 and 2014-2015 to the following transportation contractors:

Hunters Valley, Inc.

Narehood Transportation, L.L.C.

Spade Busing, L.L.C.

**Documents:**

- TRANSPORTATION AGREEMENT-13-15.doc

**Status:** Completed

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**B.3. Policy and Programs**

Mr. James H. Aurand

**Status:** Completed

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**B.3.a. Student Handbooks**

Approval is recommended of the 2013-2014 Student Handbooks as presented:

Midd-West High School

Midd-West Middle School

**Minutes:**

Yes: Abate, Aucker, Aurand, Hoffman, Kemberling, Kroh, Sassaman, Smith, and Wilson

No: None

Abstain: None

Absent: None

**Resolution #:** 062413-06

**Moved by:** Mr. Corey L. Smith

**Seconded by:** Mr. Ronald E. Wilson

**Status:** Carried

**Vote:** 9-0-0-0

**Documents:**

- 062413 MWHS Student Handbook 2013-2014.pdf
- 062413 MWMS Student Handbook 2013-2014.pdf

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**B.4. Personnel**

Approval is recommended of the Personnel Report which includes the following items:

Employment - Administrative

Employments - Certificated

Appointments - Co-Curricular

Appointments - Department and Subject Area Coordinators

Appointment - Extended School Year (ESY)

Addition to Classified/Clerical Substitute List

Correction to Stipend

Change in Assignment

**Minutes:**

Yes: Abate, Aucker, Aurand, Hoffman, Kemberling, Kroh, Sassaman, Smith, and Wilson

No: None

Abstain: None

Absent: None

**Resolution #:** 062413-07

**Moved by:** Mr. Corey L. Smith  
**Seconded by:** Mr. M. Richard Aucker  
**Status:** Carried  
**Vote:** 9-0-0-0  
**Documents:**

- 062413 PERSONNEL - BACKGROUND INFORMATION.pdf

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#### **B.4.a. Employment - Administrative**

Approval is recommended to employ the following individual as Elementary Principal at Middleburg Elementary School:

Dane S. Aucker - Effective: July 1, 2013 - Salary \$68,000.00

**Status:** Completed

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#### **B.4.b. Employments - Certificated**

Approval is recommended to employ the following individuals:

Temporary Professional Employee - Allison M. Butash - Elementary Teacher (Grade 3) - Middleburg Elementary School - Effective: August 19, 2013 - Salary \$42,041.00.

Long-term Substitute - Erica L. Hood - Elementary Teacher (Grade 5) - Middleburg Elementary School - Effective: August 19, 2013, through the first semester of the 2013-2014 school year only - Salary \$42,041.00 pro-rated.

Long-term Substitute - Courtney P. Longacre - Elementary Teacher (Kindergarten) - West Snyder Elementary School - Effective: August 19, 2013 - Salary \$42,041.00.

**Status:** Completed

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#### **B.4.c. 2013-2014 Administrative Salary Recommendations**

Item was removed from agenda.

**Status:** Completed

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#### **B.4.d. 2013-2014 Salary Recommendation - Confidential**

Item was removed from agenda.

**Status:** Completed

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#### **B.4.e. Appointments - Co-Curricular**

Approval is recommended to reappoint the following individual for the 2013-2014 school year:

Jamie E. Azar - Newspaper Advisor - MWHS - \$1,185.00

Approval is recommended to appoint the following individuals for the 2013-2014 school year.

Melinda A. Callender - Student Council Advisor - MWHS - \$961.00

Julie A. Stugart - Assistant Senior Class Advisor - MWHS - \$490.00

**Status:** Completed

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#### **B.4.f. Appointments - Department and Subject Area Coordinators**

Approval is recommended to appoint the following individuals for the 2013-2014 school year at a stipend of \$500.00.

Nichole J. Snyder -- Department Coordinator (9-12) Mathematics MWHS

Beth A. Rowles -- Subject Area Coordinator (K-5) Mathematics WSES

Dustin J. Manotti -- Subject Area Coordinator (K-5) Literacy WSES

Mandi L. Romig -- Subject Area Coordinator (9-12) Literacy

Thor R. Edmiston -- Subject Area Coordinator (K-12) Fine Arts

Stephanie R. Friel -- Subject Area Coordinator (K-12) Student Support – Guidance and Special Education

Nicholas T. Slotterback -- Subject Area Coordinator (K-12) Health & Physical Education  
David L. Bittner -- Co-Subject Area Coordinator (7-12) Careers – Agriculture, Family & Consumer Sciences, Technology Education, Business Computer Information Technology  
Christopher A. Snyder -- Co-Subject Area Coordinator (7-12) Careers – Agriculture, Family & Consumer Sciences, Technology Education, Business Computer Information Technology  
Monica P. Romig -- Subject Area Coordinator (9-12) World Languages  
Melinda A. Callender -- Subject Area Coordinator (6-12) Science  
Peter J. Voss -- Subject Area Coordinator (6-12) Social Studies  
**Status:** Completed

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#### **B.4.g. Appointment - Extended School Year Program (ESY)**

Approval is recommended to appoint the following individual as a substitute instructional assistant for the ESY Program at their base hourly rate plus an additional increment of \$.50 per hour for the period June 25, 2013, through July, 30, 2013:

Kristin G. Willow

**Status:** Completed

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#### **B.4.h. Addition to Substitute List - Classified/Clerical**

Approval is recommended of the following individual as a clerical substitute at a rate of \$7.25 per hour for the 2013-2014 school year:

Rita J. Longacre

**Status:** Completed

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#### **B.4.i. Correction to Stipend**

Approval is recommended to correct the stipend amount for Mark P. Ferster as assistant boys soccer coach at Midd-West High School from \$2,788.00 to \$2,565.00 for the 2013-2014 school year.

**Status:** Completed

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#### **B.4.j. Change in Assignment**

Approval is recommended to accept the following change in assignment:

Shirley B. Spangler as work study coordinator and special education teacher (Learning Support) at Midd-West High School to transition/work study coordinator and special education teacher (Learning Support) at Midd-West High School to be effective August 19, 2013.

**Status:** Completed

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### **C. Other Items**

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#### **C.1. Midd-West Sports Boosters - Advertising Fundraiser**

Mr. Victor L. Abate

Approval is recommended of the Advertising Fundraiser by the Midd-West Sports Boosters allowing banners to be purchased by vendors for display at the stadium.

##### **Minutes:**

Yes: Aucker and Sassaman

No: Abate, Aurand, Hoffman, Kemberling, Kroh, Smith and Wilson

Abstain: None

Absent: None

**Resolution #:** 062413-08

**Moved by:** Mr. Shawn A. Sassaman

**Seconded by:** Mr. Corey L. Smith

**Status:** Defeated

**Vote:** 2-7-0-0

##### **Documents:**

- 062413 Vendor Ad Agreement -Booster.pdf

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**C.2. Settlement Agreement - E.R. Stuebner**

Mr. Victor L. Abate

Approval is recommended of the pending settlement agreement with E.R. Stuebner as discussed by legal counsel in Executive Session prior to tonight's meeting.

**Minutes:**

Yes: Abate, Aucker, Aurand, Hoffman, Kemberling, Kroh, Sassaman, Smith, and Wilson

No: None

Abstain: None

Absent: None

**Resolution #:** 062413-09**Moved by:** Mr. M. Richard Aucker**Seconded by:** Mr. Ronald E. Wilson**Status:** Carried**Vote:** 9-0-0-0

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**D. Closing Ceremonies****D.1. Public Comment**

Mr. Victor L. Abate

Comment from the public is limited to three (3) minutes per person, and at the discretion of the Board President.

There were no public comments.

**Status:** Completed

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**D.2. Reports****Status:** Completed

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**D.2.a. Buildings & Grounds Committee**

Mr. Corey L. Smith

Mr. Smith announced the next Committee Meeting would be held August 1, 2013, at the District Office beginning at 5:00 p.m.

**Status:** Completed

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**D.2.b. Central Susquehanna Intermediate Unit**

Mr. Victor L. Abate

No report.

**Status:** Completed

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**D.2.c. PSBA Liaison**

Mr. James H. Aurand

No report.

**Status:** Completed

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**D.2.d. SUN Area Technical Institute**

Mr. Ronald L. Hoffman

Mr. Hoffman had no report due to the fact that the meeting was postponed from June 20 to June 25, 2013.

**Status:** Completed

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**D.3. Adjournment**

Mr. Victor L. Abate

There being no further business, Mr. Abate requests a motion to adjourn at 10:08 p.m.

**Minutes:**

Yes: Abate, Aucker, Aurand, Hoffman, Kemberling, Kroh, Sassaman, Smith, and Wilson

No: None

Abstain: None

Absent: None

**Resolution #:** 062413-10

**Moved by:** Mr. M. Richard Aucker

**Seconded by:** Mr. Ronald L. Hoffman

**Status:** Carried

**Vote:** 9-0-0-0

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Recording Secretary:

Chairperson:

Date:

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